



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 10

1200 Sixth Avenue
Seattle, WA 98101

Reply To
Attn Of: ECL-115

MAR 1 9 2002

MEMORANDUM

SUBJECT: Filing of Portland Harbor General Notice Letters

FROM: Wallace A. Reid
Remedial Project Manager

TO: Superfund Site File

Attached to this memorandum are unsigned copies of the General Notice Letters (GNLs) sent to Potentially Responsible Parties (PRPs) regarding the Portland Harbor Superfund Site. When I instructed the Office Manager for EPA's Environmental Cleanup Office, Unit 2, to send out the letters back in December 2000, I did not ask him to make copies for the Superfund Site File. As such, no copies were made.

Therefore, EPA's only record of the GNL mailing are the attached copies of the electronic records, a diskette of the electronic letters in WordPerfect 9 format, and the certified mail receipts, which were signed by the recipients. The attached, unsigned copies of the GNLs, and the diskette containing the electronic files, are attached. The certified mail receipts are currently filed separately by Grechen Schmidt, EPA Civil Investigator for the Portland Harbor Superfund Site. By this memorandum I am requesting Grechen to return the certified mail receipts to the Superfund Site File after her duties associated with the Portland Harbor Superfund Site allow her to do so.

cc: Chip Humphrey	w/o attachments
Tara-Ann Karamas	w/o attachments
Elizabeth McKenna	w/o attachments
Charles Ordine	w/o attachments
Grechen Schmidt	w/o attachments
Kyle Stannert	
Amber Wong	w/o attachments

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